

**ARIZONA DEPARTMENT OF ECONOMIC SECURITY
DIVISION OF AGING AND ADULT SERVICES (DAAS)
COMMUNITY ACTION PROGRAM (CAP) UNIT**



**SFY 2012 PROGRAM GUIDELINES FOR
EMERGENCY SHELTER GRANT (ESG)**

Purpose

Designed as the first step in the Continuum of Care, the Emergency Shelter Grants (ESG) Program provides funds for emergency shelters — immediate alternatives to the street — and transitional housing that helps people reach independent living. Grantees use ESG funds to prevent homelessness.

Beneficiaries

The ESG Program strives to help homeless individuals and families. ESG funds must benefit either homeless persons or persons at imminent risk of becoming homeless in the case of homeless prevention activities.

For homeless prevention activities, the recipient organization must obtain evidence of an eviction, foreclosure, or utility termination notice(s) and evidence that the inability to pay was sudden, necessary to prevent homelessness, and resumption of payment is reasonably expected within the near future. Evidence would include, for example, notice of termination from the utility provider, court documents indicating that eviction was imminent or foreclosure documents indicating that foreclosure proceedings were pending. "Sudden" loss of income means, for example, the loss of a job, or the inability to work due to illness.

Homelessness Documentation

As described above, HUD encourages that ESG-funded recipients maintain adequate documentation to determine the eligibility of persons served by HUD's homeless assistance programs. Below, this Guide provides recommendations on documentation of homelessness.

Persons being evicted from a private dwelling	<p>Obtain evidence of formal eviction notice indicating that the participant was being evicted within a week before receiving homeless assistance. Also obtain information on the participant's income and efforts made to obtain housing and why, without the homeless assistance, the participant would be living on the street or in an emergency shelter.</p> <p>If the participant's family is evicting, a statement describing the reason for eviction must be signed by the family member and dated. In other cases where there is no formal eviction process, persons are considered evicted when they are forced out of the dwelling unit by circumstances beyond their control. In those instances, obtain a signed and dated statement from the participant describing the situation. The grantee/recipient must make efforts to confirm that these circumstances are true and have written verification describing the efforts and attesting to their validity. The verification should be signed and dated.</p>
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Legislation and Regulation - Eligible Activities 42 U.S.C. 11374 (a) - Efforts to prevent homelessness such as financial assistance to families who have received eviction notices or notices of termination of utility services if:

- A the inability of the family to make the required payments is due to a sudden reduction in income;
- B the assistance is necessary to avoid the eviction or termination of services;

- C there is a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and
- D The assistance will not supplant funding for preexisting homelessness prevention activities from other sources.

Eligible Activity : Definitions 24 CFR 576.3 Homeless prevention means activities or programs designed to prevent the incidence of homelessness, including (but not limited to):

Security deposits or first month's rent to permit a homeless family to move into its own apartment;

Mediation programs for landlord-tenant disputes;

Legal services programs for the representation of indigent tenants in eviction proceedings;

Short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices;

Payments to prevent foreclosure on a home; and

Other innovative programs and activities designed to prevent the incidence of homelessness.

Ineligible Activities

Ineligible homeless prevention costs include:

- Direct payments to individuals
- Long-term assistance beyond several months

Payment Allowances for Emergency Grant Funding for Homeless Prevention

All payments must be made to the vendor and reported to the actual dollars and cents. Payments may not exceed the bill amount.

HOUSING ASSISTANCE

Maximum amount allowed: \$1500

General Rule:

Housing assistance includes move-in assistance and eviction prevention for rent or mortgage.

UTILITY ASSISTANCE

Maximum amount allowed: \$500

General Rule:

The payment cannot exceed the amount of the bill and can be authorized for heating, cooling, water and sewer services.

Bill must be past due. A shut-off notice is not required. Payment can also include deposits.

Eligibility Criteria that must be verified:

Identity of the Applicant - any document that establishes the applicant's identity will be accepted. Documents include, but are not limited to:

Driver's license;
Work or school ID;
ID card from health benefits or another assistance or social service program;
Voter registration card;
Wage stubs;
Birth certificate;
Citizenship
Non-Citizen with legal status;
Family census card; or
Other reasonable written sources

Residency and residential Address; the applicant must be a resident of Arizona. Services cannot be authorized or delivered to an applicant who is traveling through the state or living in Arizona for a temporary reason. Assistance may be provided to homeless households if they are requesting assistance to establish utility services. Client may provide, lease agreement, utility bills (documentation must be in clients name), etc.

Gross Non-Exempt Income of all household members for the last 30 days;

Social Security Number or agency assigned pseudo number of all household members

Citizenship for the applicant:

- Applicants who declare U.S. Citizenship or are qualified non-citizen with Legal Status must provide documented verification. See ATTACHMENT 1 **Instructions for Verifying Citizenship or Non-Citizen Legal Resident Status.**

CRISIS REASON

To be eligible for ESG assistance, the household must be experiencing or expects to experience homelessness, (requires an eviction or foreclosure notice), or an interruption of cooling or heating, (requires a past due bill or shut off notice). For example, a client who is facing eviction today may have experienced a loss of income due to a job lay-off four months ago. It is the case manager's responsibility to determine the legitimacy of the crisis reason and its relationship to the client's current need for Emergency Shelter Grant services. The crisis reason must be supported with the necessary documentation and verification.

Eligible crisis reason is as follows:

01. Sudden" loss of income means, for example, the loss of a job, or the inability to work due to illness.

VERIFICATION

Verification is the use of documents, systems information or contact with third parties to establish the accuracy of information provided by the applicant during the interview and indicated on the application form.

1. The applicant has the primary responsibility for providing all required verification.
2. The contract agency will offer assistance in obtaining the verification when necessary.
3. Copies of the documentation used for verification must be copied and placed in the case file.

Primary documents which may be used to verify Citizenship and/or Non-Citizen Legal Status are described in the attached policy labeled **Instructions for Verifying Citizenship or Non-Citizen Legal Resident Status, ATTACHMENT 1.**

DOCUMENTATION

A record of all required documentation must be included in the case file. Documentation must support eligibility or ineligibility, and the services provided. Documentation must be in sufficient detail to permit a reviewer to analyze the accuracy of the eligibility determination.

1. Documentation can be collected by hard copy (HC), collateral contact (CC), visual verification (VV), and client statement (CS). Additional documentation should be written by the case manager to support or clarify any information on the application.
2. A declaratory statement may be used as a last resort but **NOT** for verifying Citizenship or Non-Citizen Legal Status for the applicant.
3. A client statement may be taken to verify other information but only after all other resources have been exhausted. To be considered valid this statement must include:
 - a. Date the statement was made,
 - b. Client's signature

Requirements and Responsibilities for Case Managers:

1. Keep accurate records of all activities.
2. Ensure that documentation is provided in the client case files.
3. It the responsibility of the agency to provide the Case Managers with the **Homeless Prevention Application Supplement form** that must be completed and placed in each client's file that receives ESG Prevention Services (supplement form included with this handout).

Income Limits – Poverty Guidelines for the Emergency Shelter Grant Program

A household's total gross countable income shall not exceed 125% of the Federal Poverty Guidelines or 150% if there is a disabled and/or elderly person (60 years of age and older) in the household.

2011 FEDERAL POVERTY INCOME GUIDELINES

Effective October 1st, 2011

Monthly Income by Household Size

Family Size	125% of Poverty	150% of Poverty
1	\$1,135	\$1,362
2	\$1,533	\$1,839
3	\$1,930	\$2,316
4	\$2,329	\$2,795
5	\$2,726	\$3,272
6	\$3,124	\$3,749
7	\$3,523	\$4,227
8	\$3,920	\$4,704
9	\$4,318	\$5,181
10	\$4,716	\$5,660
For each additional Household Member Add:	\$398	\$477

Figures derived from information dated January 11, 2011 Federal Register/
Department of Health and Human Services, Office of the Secretary

HOMELESS PREVENTION APPLICATION SUPPLEMENT
(Attach to completed client application)

1) Applicant Name: _____

2) Sudden Reduction in Income. (Indicate as part of narrative if written or phone verification was obtained.)

3) Assistance Required To Prevent Eviction and/or Utility Shut off. (Eviction/shut off notice(s) required).

4) Narrative on how family will be able to resume making payments within the next 30 days.
(Written verification required.)

5) Document how intake worker has explored/exhausted all other resources to assist family.
Be specific.

Rental Assistance	\$ _____	Mortgage Assistance	\$ _____
Utility Assistance	\$ _____	Total assistance provided:	\$ _____